



276 FOURTH AVENUE  
CHULA VISTA, CA 91910

# Library Aide

*(Part-time/Temporary)*

RECRUITMENT NUMBER: 06718105

SALARY: \$9.03 - \$10.98 / HOURLY

FILING DEADLINE: 5 PM, FRIDAY, JUNE 16, 2006

SUPPLEMENTAL APPLICATION REQUIRED ([CLICK HERE TO DOWNLOAD](#))

## POSITION SUMMARY

This position performs routine shelving of library books and materials; charges and discharges library materials; updates guest records using the computerized circulation system; assists guests with access to public computers and printing; greets library guests and directs them to appropriate resources; and performs other duties in support of library operations as assigned.

Note: Must be willing to work evenings, weekends and holidays.

## ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: Perform routine shelving of library books and materials; charge and discharge library materials; update guest records using the computerized circulation system; assist guests with access to public computers and printing; greet library guests and direct them to appropriate resources; perform standard filing of library materials; store and shelf periodicals, videos, CD's; maintain library stack area in correct call number order; unpack and pack deliveries of library materials; perform routine shifting of materials when necessary; check and process newspapers; empty book drops; clear library materials from tables and return them to their proper areas; use photocopier, online public access catalogs and other equipment as needed; assist guests where indicated; keep simple statistics for library operations; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services, and perform other duties as assigned.

## MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination equivalent to the completion of twelfth grade. Note: This is an entry-level position; training will be provided as needed.

Knowledge, Skills and Abilities: Knowledge of: standard procedures, terminology and practices related to filing and retrieving books on shelves and other library materials; standard office practices and procedures; basic computer equipment and software applications related to assignment. Ability to: effectively communicate with the public and staff; establish and maintain cooperative relationships with those contacted in the course of work, including library guests and staff; operate standard office equipment; learn, explain, and apply rules and regulations related to assigned work activities; read, write and follow both oral and written instructions; work with a culturally diverse public in a tactful and effective manner.

## PHYSICAL DEMANDS

On a continuous basis, reach and extend arms above the shoulder to retrieve and file books on shelves; bend, stoop, crouch, stand and stretch to grasp books and materials off shelves and cabinets; lift a minimum of twenty pounds, push heavily loaded book trucks weighing up to forty pounds; use a step stool to reach higher shelves; respond to the public in person or over a telephone. Must be able to work evenings, weekends and holidays.

## APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application and Supplemental Application by 5:00 p.m., Friday, June 16, 2006. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. Applications submitted without a Supplemental Application will not be accepted. All notifications will be sent via U.S. mail.



Assigned Staff: Mary Thigpen, (619) 585-5663, [mthigpen@ci.chula-vista.ca.us](mailto:mthigpen@ci.chula-vista.ca.us) • Published: 5/18/06  
Hours: 8am – 5pm Monday – Friday • [www.chulavistaca.gov](http://www.chulavistaca.gov) • (619) 691-5096 • Job Hotline: (619) 691-5095

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